



## REGIONAL TRANSIT AUTHORITY EXECUTIVE COMMITTEE AGENDA

**Wednesday, October 9, 2024**

**10:00 a.m.**

**SLOCOG Conference Room**

**1114 Marsh Street**

**San Luis Obispo, California**

**This agenda is available/posted at: <http://www.slorta.org/board/rta-board-meetings>**

Individuals wishing accessibility accommodations at this meeting under the Americans with Disabilities Act (ADA) may request such accommodations to aid hearing, visual, or mobility impairment (including Limited English Proficiency) by contacting the RTA offices at (805)541-2228 x4833. Please note that 48 hours advance notice will be necessary to honor a request.

RTA, de acuerdo con la Ley de Estadounidenses con Discapacidades (ADA), acomodará a las personas que requieran una modificación de la adaptación para participar en esta reunión. RTA también se compromete a ayudar a las personas con dominio limitado del inglés a acceder a los servicios públicos esenciales de la agencia y a la información pública en español. Para solicitar una adaptación, por favor llame al (805)541-2228 x4833. Requerimos al menos 48 horas de anticipación para proporcionar adaptaciones razonables.

1. **Call Meeting to Order, Roll Call**
2. **Public Comment:** The San Luis Obispo Regional Transit Authority Executive Committee reserves this portion of the agenda for members of the public to address any items not on the agenda and within the jurisdiction of the Committee. Comments are limited to three minutes per speaker. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.
3. **Closed Session**    None
4. **Consent Items**
  - A-1    Executive Committee Meeting Minutes of August 14, 2024 (Approve)
5. **Information Items**
  - B-1    Executive Director’s Report (Verbal, Receive)
  - B-2    Summary of SRTP Working Papers (Verbal, Receive)
6. **Action Items**
  - C-1    Fiscal Year 2024-25 Capital Budget Amendment #1 (Recommend)

The Regional Transit Authority is a Joint Powers Agency serving the residents and visitors of:

**Arroyo Grande Atascadero Grover Beach Morro Bay Paso Robles Pismo Beach San Luis Obispo County of San Luis Obispo**

7. **November 6, 2024 Draft RTA Board Agenda:**

**Employee Recognition**

- Employee of the Quarter
- Employees who Attained 10- and 15-Year Awards

Consent Items

- A-1 RTA Executive Committee Meeting Minutes August 14, 2024 (Information)
- A-2 RTA Board Meeting Minutes of September 4, 2024 (Approve)
- A-3 Purchasing Policy Update (Approve)
- A-4 Bus Stop Improvement Plan Update (Accept)
- A-5 FY23-24 Strategic Business Plan Results (Receive)
- A-6 Annual Fiscal and Compliance Audit and Annual Single Audit (Accept)
- A-7 RTAC Minutes for January 18th, March 13th and June 5th 2024 (Information)
- A-8 RFP – Procure Bus Radio System (Approve)
- A-9 RFP – Procure Scheduling & Dispatch System including CAD/AVL (Approve)

Information Items

- B-1 Executive Director’s Report (Receive)
- B-2 Summary of Short-Range Transit Plan Working Papers (Receive)

Action Items

- C-1 Fiscal Year 2024-25 Capital Budget Amendment #1 (Approve)
- C-2 RFQ – Design/Build a Photovoltaic & Energy Storage System (Approve)
- C-3 RFQ – Design/Build Phase 2 EVSE at Bus Maintenance Facility (Approve)
- C-4 RFP – Procure Master Planning Services for Phase 3 & Off-Site EVSE (Approve)

Closed Session Item:

None

8. **Adjournment**

Next RTA Executive Committee Meeting: **December 11, 2024**



San Luis Obispo Regional Transit Authority

Executive Committee Meeting

Minutes 8/14/2024

A-1

Members Present: Andy Pease, City of San Luis Obispo, **President**  
Jimmy Paulding, District 4 Supervisor, **Vice President**  
Debbie Arnold, District 5 Supervisor, **Past President**

Members Absent:

Staff Present: Geoff Straw, Executive Director  
Tania Arnold, Deputy Director  
Anthony Kalvans, Administrative Assistant  
Jon Ansolabehere, RTA Counsel

Public Present:

1. **Call to Order and Roll Call:** **President Andy Pease** called the meeting to order at 11:23 a.m. and roll call was taken. A quorum was present.
2. **Public Comment:**  
There was no public comment for items not on the agenda.
3. **Closed Session:** None
4. **Consent Items**  
A-1 Executive Committee Meeting Minutes of June 12, 2024 (Approve)

Public Comment:

There was no public comment given on this item.

**Ms. Debbie Arnold** motioned to approve, seconded by **Mr. Paulding**. There was a consensus to unanimously approve the meeting minutes as is.

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JIMMY PAULDING	X		
ANDY PEASE	X		

5. **Information Items:**

B-1 Executive Director's Report (Verbal, Receive)

**Mr. Straw** started his report by highlighting that the RTA was part of a regional consortium grant submittal that involved transit agencies from Santa Barbara to Santa Cruz County. Out of that grant, only the RTA and Santa Barbara were awarded funds from the FTA. The RTA's grant will allow the RTA to replace four buses that were scheduled to be diesel with electric.

**Mr. Straw** gave an update on the new electric buses that have been deployed on RTA's Route 12. He noted that there have been good results so far, with energy consumption better than expected. **Mr. Straw** also noted that the RTA has two new bus operators with two more in training. Staff is excited that there are only four open bus operator bids left to fill and the RTA is in the best staffing position in years.

**Mr. Straw** noted that the solar project procurement has been delayed and he hopes to bring forward that design-build item in November. He noted that the goal is to electrify the RTA campus, and the project includes solar panels and a battery energy storage system. As a side note, **Mr. Straw** noted that with the new liquid fueling contract, fuel costs are about 15% lower. **Ms. Pease** wanted to make sure that the battery back-up was part of the solar package of costs. **Mr. Straw** said that the information will be part of the informational package.

Public Comment:

There was no public comment given on this item.

B-2 Summary of SRTP Working Papers (Verbal, Receive)

**Mr. Straw** gave an update on the Short-Range Transit Plan (SRTP) and noted that the recent working paper analyzed service alternatives and rider feedback, and it is posted on the RTA website. He also noted that the next working paper has been delayed a few weeks but staff expects to have the draft SRTP ready by January.

Public Comment:

There was no public comment given on this item.

6. **Action Items:**

C-1 Fare-Sharing Agreement with Monterey-Salinas Transit (Recommend Approval)

**Mr. Straw** talked about the service that Monterey-Salinas Transit (MST) currently operates in SLO County, and that there will be changes to the departure times to provide better service between Paso Robles and King City (including a bus stop in San Miguel). He highlighted that this agreement is a major win for everyone as persons with an RTA pass will be able to ride an MST bus without having to pay an additional fare. The final agreement will be brought before the full RTA Board for review.

Public Comment:

There was no public comment given on this item.

**Ms. Debbie Arnold** motioned to approve in concept, seconded by **Mr. Paulding**. All in favor.

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JIMMY PAULDING	X		
ANDY PEASE	X		

September 4, 2024 Draft RTA Board Agenda:

**Ms. Tania Arnold** noted that there has been a slight increase to the State of Good Repair (SGR) funding that has been awarded to the RTA, which allows for more funding towards our transition to bus electrification. It was noted that this funding was included as local match in the Congressman Carbajal event hosted by the RTA in early August.

Public Comment:

There was no public comment given on this item.

**Mr. Paulding** motioned to approve the draft agenda with the additional resolution related to SGR funding. Seconded by **Ms. Pease**. All in favor.

<u>BOARD MEMBER</u>	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
DEBBIE ARNOLD	X		
JIMMY PAULDING	X		
ANDY PEASE	X		

**7. Adjournment**

The meeting was adjourned at 11:40 a.m.

Next RTA Executive Committee Meeting: **October 9, 2024**

Respectfully Submitted,

Acknowledged by,

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 Anthony Kalvans  
 Administrative Assistant

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 Andy Pease  
 RTA Board President 2024

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
EXECUTIVE COMMITTEE  
OCTOBER 9, 2024  
STAFF REPORT**

**AGENDA ITEM:** C-1

**TOPIC:** Fiscal Year 2024-25 Operating and Capital Budget Amendment #1

**PRESENTED BY:** Tania Arnold, Deputy Director/CFO

**EXECUTIVE COMMITTEE & RTAC RECOMMENDATION:** Bring the Fiscal Year 2024-25 Budget Amendment #1 as Presented to the Board for Approval

**BACKGROUND/DISCUSSION:**

The Fiscal Year 2024-25 RTA operating and capital budget was adopted on May 1, 2024 and was based on a range of assumptions, including pending delivery dates for FY23-24 capital projects. At this time, staff is bringing back capital items that are being carried over from FY23-24 to FY24-25. Please note, none of these adjustments require additional/new funds.

Additionally, as noted at the October 2, 2024 San Luis Obispo Council of Governments (SLOCOG) meeting, a reduction to the State Transit Assistance (STA) allocated to the region totaling nearly \$50,000 resulted in a slight reduction funding available for the RTA. The total incremental change is just over \$1,500. Given this small amount, the STA change is not being included in this budget adjustment.

There are a number of proposed changes that are highlighted in yellow in the ensuing pages. Note, although information for South County Transit, San Luis Obispo County Transit services and Paso Robles Transit Services are included, the Board and Committee are only adopting the changes to the RTA Core budget.

Similar to last year, as part of the reconciliation process to determine fund balances at the start of FY24-25, the amounts have been adjusted by the Governmental Accounting Standards Board (GASB) Statement 68, which is used to improve the accounting and financial reporting by state and local governments for pensions. This adjustment is done as part of the financial statements but does not impact the current level of funding for the agency and is noted in the changes included below. One additional adjustment related to GASB 68, in the RTA financial statements the operating expenses used to calculate the farebox recovery ratio is now also net of the GASB 68 adjustment, in addition to depreciation. This is noted on page 19 of the financial statements, which can be found on the RTA website.

One new adjustment for FY23-24 to the farebox recovery ratio discussed previously, there is an addition of “Other Local Support – Federal Grants” to the net operating revenue in accordance with CA Public Utility Code § 99268.19. This has resulted in the farebox recovery ratio of nearly 40% for RTA-Core fixed routes and 47% for Runabout.

### **Changes in Capital Revenue for FY24-25:**

- Beginning capital projects reserves has been increased, which is as a result of STA from FY23-24 that was allocated to projects not completed:
  - RTA: \$307,220,
  - South County Transit: \$10,550, and
  - SLOCAT: \$74,140.
- Changes in Non-TDA Sources for RTA includes:
  - State of Good Repair for:
    - Photovoltaic Solar Panels of \$465,920.
  - Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) for:
    - Implement BMF Phase 2 of BEB Direct-Current fast-charging system of \$500,000, and
    - Planning: Final engineering/design of \$200,000 for BEB Phase 3 & Master Plan for off-site BEB fast-charging systems. Off-site areas include park-outs in Paso Robles and Arroyo Grande, and opportunity charging at fixed-route layovers.
  - Carryover FTA Section 5307 funds for:
    - Short Range Transit Plan of \$73,050,
    - Runabout low floor vans of \$58,030,
    - Photovoltaic Solar Panels of \$400,000,
    - Maintenance equipment of \$134,370, and
    - Bus stop improvements of \$137,730.
  - Carryover FTA Section 5339 funds for:
    - Runabout low floor van of \$183,990,
    - Radio and HVAC for the facility of \$310,640,
    - Bus camera project balance of \$6,420, and
    - Engine replacements for heavy duty fixed route vehicles of \$27,470.
  - Other revenue for:
    - Contribution from SLO Transit for their portion of the local match for the Short-Range Transit Plan of \$18,980,
    - VW Mitigation funds for balance on e-bus order of 2301 and 2302 of \$320,650, and
    - Cuesta College match for bus stop improvements of \$6,120.
- Changes in Non-TDA Sources for South County Transit includes the carryover of FTA Section 5307 funds for bus stop improvements of \$42,200.
- Changes in Non-TDA Sources for SLOCAT includes:
  - Carryover of Rural Transit Funds for the replacement of a Nipomo Dial-A-Ride vehicle of \$9,490,



- Carryover of FTA Section 5339 funds for the replacement of a Nipomo Dial-A-Ride vehicle of \$52,220, and
- Carryover of FTA Section 5307 funds for replacement of an Avila Trolley vehicle and the balance of the Nipomo Dial-A-Ride vehicle of \$312,160.

**Changes in Capital Expenditures:**

- Carryover balance of computer system maintenance/upgrades of \$96,530,
- Carryover balance of maintenance equipment of \$169,960,
- Carryover balance of vehicle camera system replacement of \$18,030,
- Carryover balance of bus stop improvements of \$218,530,
- Carryover balance of large capital repairs of \$27,760,
- Carryover balance for fixed-route vehicle of \$320,650,
- Carryover balance for Avila Trolley replacement of \$293,200,
- Carryover balance for cutaway and Dial-A-Ride vehicles of \$154,810,
- Carryover balance for Runabout vehicle replacements of \$283,260,
- Carryover balance for the Joint Short Range Transit Plans of \$92,030, and
- Carryover balance for the Bus Maintenance Facility / Elks Lane Projects of:
  - Radio and HVAC for the facility of \$310,640,
  - Photovoltaic Solar Panels of \$965,920,
  - Implement Phase 2 of BEB Direct-Current fast-charging system of \$500,000, and
  - Planning: Final engineering/design of \$200,000 for Phase 3 fast-charging at BMF & Master Plan for off-site fast-charging systems. Off-site areas include park-outs in Paso Robles and Arroyo Grande, and opportunity charging at fixed-route layovers.

These amendments do **not** require any additional LTF funds for FY24-25.

**Staff Recommendation for Executive Committee on October 9<sup>th</sup>:**

Recommend staff provide Budget Amendment #1 to the Board for approval at the November 6, 2024 Board meeting.

**Staff Recommendation to RTAC on October 16<sup>th</sup>:**

Recommend staff provide Budget Amendment #1 to the Board for approval at the November 6, 2024 Board meeting.

**Staff Recommendation:**

Adopt Budget Amendment #1 as presented.

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**SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY  
CAPITAL AND PLANNING REVENUE BUDGET AMENDMENT #1 FOR 2024/2025**

FUNDING SOURCES:		2023/2024 Combined Actual Capital Budget	2024/25 Adopted RTA Core Capital Budget	2024/25 Amendment #1 RTA Core Capital Budget	2024/25 Adopted SoCo Transit Capital Budget	2024/25 Amendment #1 SoCo Transit Capital Budget	2024/25 Adopted SLOCAT Capital Budget	2024/25 Amendment #1 SLOCAT Capital Budget	2024/25 Adopted North County Capital Budget	2025/26 Projected RTA Core Capital Budget	2025/26 Projected RTA Core Capital Budget
BEGINNING CAPITAL PROJECTS RESERVE		1,244,550	663,950	971,170	135,080	145,630	38,190	112,330	10,420	1,013,660	1,013,660
1.	ESTIMATED FUND BALANCE	1,244,550	663,950	971,170	135,080	145,630	38,190	112,330	10,420	1,013,660	1,013,660
2. LESS REQUIRED RESERVES FOR FISCAL YEAR											
CAPITAL PROJECTS RESERVE		1,271,785	1,013,660	1,013,660	121,530	121,530	22,150	22,150	56,260	1,056,280	1,056,280
TOTAL		1,271,785	1,013,660	1,013,660	121,530	121,530	22,150	22,150	56,260	1,056,280	1,056,280
3. FUND BALANCE AVAILABLE		(27,235)	(349,710)	(42,490)	13,550	24,100	16,040	90,180	(45,840)	(42,620)	(42,620)
<b>NON TDA SOURCES</b>											
STATE TRANSIT ASSISTANCE (STA) WITH SB1 AUGMENTATION		685,476	524,760	524,760	142,500	142,500	4,960	4,960	112,660	362,370	362,370
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)		254,963	-	-	-	-	-	-	-	-	-
STATE OF GOOD REPAIR		467,457	-	465,920	-	-	-	-	-	271,770	301,690
TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) and (ZETCP)		-	-	700,000	-	-	-	-	-	10,316,340	9,644,340
RURAL TRANSIT FUND (Capital)		40,433	-	-	-	-	-	9,490	-	777,770	243,550
FEDERAL TRANSIT ADM (FTA) (Section 5307) - San Luis Obispo		703,494	424,870	601,890	-	-	-	-	-	568,280	723,940
FEDERAL TRANSIT ADM (FTA) (Section 5339) - Bus and Bus Facilities		1,000,283	300,000	828,510	-	-	-	52,220	-	4,202,250	6,775,140
FEDERAL TRANSIT ADM (FTA) (Section 5307-North County)		725,354	502,370	951,490	-	-	-	-	-	647,180	802,840
FEDERAL TRANSIT ADM (FTA) (Section 5307-Santa Maria) - CARES		-	-	-	-	-	-	-	-	-	-
FEDERAL TRANSIT ADM (FTA) (Section 5307-South County)		703,494	424,870	601,890	46,500	88,700	-	312,160	-	568,280	723,940
OTHER		-	-	345,750	-	-	-	-	-	1,122,000	1,674,000
4. SUB TOTAL		4,580,954	2,176,870	5,020,210	189,000	231,200	4,960	378,830	112,660	18,836,240	21,251,810
5. TOTAL FUND BALANCE & NON TDA FUNDING		4,553,720	1,827,160	4,977,720	202,550	255,300	21,000	469,010	66,820	18,793,620	21,209,190
<b>TDA REQUIRED</b>											
CITY OF ARROYO GRANDE		25,655	24,938	24,938	-	-	-	-	-	24,757	24,757
CITY OF ATASCADERO		42,743	42,378	42,378	-	-	-	-	-	41,726	41,726
CITY OF GROVER BEACH		17,820	18,631	18,631	-	-	-	-	-	17,222	17,222
CITY OF MORRO BAY		14,677	14,364	14,364	-	-	-	-	-	14,194	14,194
CITY OF PASO ROBLES		43,720	44,020	44,020	-	-	-	-	-	42,397	42,397
CITY OF PISMO BEACH		11,192	11,475	11,475	-	-	-	-	-	10,865	10,865
CITY OF SAN LUIS OBISPO		84,985	84,985	84,985	-	-	-	-	-	82,451	82,451
COUNTY OF SAN LUIS OBISPO		231,349	231,349	231,349	-	-	-	-	-	224,449	224,449
TDA REQUIREMENTS FOR TIFIA LOAN REPAYMENT		472,140	472,140	472,140	-	-	-	-	-	458,060	458,060
6. FINANCING FOR BUS MAINTENANCE FACILITY		-	-	-	-	-	-	-	-	-	-
7. TOTAL FUNDING SOURCES		5,025,860	2,299,300	5,449,860	202,550	255,300	21,000	469,010	66,820	19,251,680	21,667,250
8. FUNDING USES:											
CAPITAL		4,370,515	1,424,160	2,506,130	202,550	255,300	21,000	469,010	66,820	12,055,620	12,943,210
LOAN PAYMENTS		444,906	472,140	472,140	-	-	-	-	-	458,060	458,060
SHORT RANGE TRANSIT PLAN		158,686	-	92,030	-	-	-	-	-	-	-
REGIONAL CONTACTLESS CHARGING		-	-	-	-	-	-	-	-	2,238,000	2,266,000
ELKS LANE PROJECTS		51,753	403,000	2,379,560	-	-	-	-	-	4,500,000	3,800,000
MASTER PLANNING & IMPLEMENTION- OFFSITE FAST CHARGING		-	-	-	-	-	-	-	-	-	2,200,000
9. TOTAL FUNDING USES		5,025,860	2,299,300	5,449,860	202,550	255,300	21,000	469,010	66,820	19,251,680	21,667,270

Population Based

18%

49%

	Actual Capital Expenditure FY2023-24	Amendment #1 Capital Budget FY 2023-24	Adopted Capital Budget FY 2024-25	Amendment #1 Capital Budget FY 2024-25	Projected Capital Budget FY 2025-26	Projected Capital Budget FY 2025-26	Projected Capital Budget FY 2026-27	Projected Capital Budget FY 2027-28	Projected Capital Budget FY 2028-29
<b>Capital and Planning Expenditures</b>									
<b>Capital/Studies:</b>									
Computer System Maintenance/Upgrades	84,216	180,750	296,730	393,260	111,570	111,570	117,150	123,010	129,160
Miscellaneous Capital									
Maintenance Equipment	27,325	46,500	48,800	218,760	49,600	49,600	50,400	51,200	51,970
Vehicle ITS/Camera System	126,013	138,000	-	18,030	-	-	-	-	-
Bus Stop Improvements	114,838	467,480	106,400	324,930	108,000	108,000	109,700	111,400	113,070
Large Capital Repairs	842,038	869,800	375,000	402,760	375,000	375,000	-	-	-
<b>Vehicles</b>									
Support Vehicles	259,206	256,070	45,600	45,600	46,600	46,600	76,900	37,800	80,750
Fixed Route Vehicles	2,916,879	3,130,460	-	320,650	15,075,780	18,163,370	5,361,600	3,930,800	4,091,900
Trolley replacement vehicles	-	293,200	-	293,200	-	-	-	350,000	-
Cutaway and Dial A Ride Vehicles	-	177,280	-	154,810	-	-	203,870	466,200	-
Runabout Vehicles	-	834,500	842,000	1,125,260	1,140,100	1,140,100	448,400	-	294,720
<b>Total Capital Outlay</b>	4,370,515	6,394,040	1,714,530	3,297,260	16,906,650	19,994,240	6,368,020	5,070,410	4,761,570
<b>Loan Repayments</b>	444,905	472,140	472,140	472,140	458,060	458,060	458,060	458,060	458,060
<b>Short Range Transit Plan</b>	158,686	250,000	-	92,030	-	-	-	-	-
<b>Regional Contactless Charging</b>	-	-	-	-	2,238,000	2,266,000	-	-	-
<b>Elks Lane Projects</b>	51,753	-	403,000	2,379,560	4,500,000	3,800,000	-	-	-
<b>Master Planning &amp; Implementation - Offsite fast charging</b>	-	-	-	-	2,200,000	2,200,000	-	-	-
<b>TOTAL FUNDING USES</b>	5,025,859	7,116,180	2,589,670	6,240,990	26,302,710	28,718,300	6,826,080	5,528,470	5,219,630